

CORRY AREA MIDDLE-HIGH SCHOOL



2020 - 2021 FACULTY HANDBOOK

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Revised 8/2020

INTRODUCTION

NON-DISCRIMINATION POLICY

It is the policy of the **Corry Area School District** not to discriminate on the basis of age, religion, sex, race, color, national origin, ancestry, disability, or non-job related disability (including sexual harassment, sexual orientation, gender identity, and gender expression), in the admission or access to, or in the provision of services, programs, or employment in compliance with Title VI of the Civil Rights Act of 1964, Section 1604 of Title VII of the Civil Rights Act of 1964, Executive Order 11246 and 11375, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act, the Civil Rights Act of 1991, the Pennsylvania Human Relations Act. For information relevant to this policy, contact **Sheri L. Yetzer**, 504 Coordinator, ADA Coordinator, and Title IX Coordinator, **540 East Pleasant Street, Corry, PA 16407 PH: 814-664-4677**.

MISSION STATEMENT

The mission of the Corry Area School District is to prepare students to be lifelong learners and responsible citizens in a competitive global society.

CLASSROOM MANAGEMENT

ASSEMBLY PROCEDURES

Collectively, teachers are to supervise the transitions to and from assemblies including hallways and assembly area. During the assembly, teachers are to sit or stand near students. Any teacher not assigned to a class or on their plan period should report to the assembly to assist with supervision.

ATTENDANCE AND TARDINESS

DAILY ATTENDANCE

- Attendance must be taken by the teacher, not a student.
- Attendance should be sent to the office by 8:35 AM.
- Teachers are to collect student excuses for absence/ tardiness and send them to the office daily.
- If a student arrives late to your first period without a pass prior to 8:45 am, send the student to the West Gym (Old Gym) hallway to sign in. If a student arrives late to your first period without a pass after 8:35 am, send the student to the High School Office to sign in.
- When a student signs in late for school, he/she will receive a pass designated excused tardy or unexcused tardy.

CLASSROOM ATTENDANCE

Teachers must take attendance and record it in every class. Tardiness problems are to be handled by the teacher. **In no case should a student be denied admission to class.** When a student accumulates three (3) tardies to class in a nine (9) week grading period, a verbal warning will be issued by the teacher. Upon the 4th tardy and any additional tardies to class, the teacher will complete a discipline referral.

If a student's name is not on the daily absentee report and he/she is not in your class, submit a discipline referral after checking to see if the student is in the nurse's office.

If a student is in class and his/her name is on the daily absentee report, report it to the office immediately.

CHANGING LOCATION OF A CLASS

Teachers must notify the building secretary of the details of the change of location and a personal cell phone number should be given to the office.

CLASSROOM MANAGEMENT GUIDELINES

CLASSROOM MANAGEMENT

The most effective classroom is where teachers manage their students' behavior. In this environment, students have more respect for teachers and student behaviors improve. The Administrators are available to assist with classroom management, but are not to be used as primary disciplinarians. The primary goal of classroom management is to facilitate an improvement in students' behavior, not to punish.

Establish a classroom management plan to let students know what behaviors are expected in the classroom at all times. The plan should be clearly communicated to students and consistently applied.

TEACHER EXPECTATIONS

The following are expectations for teachers regarding implementation of the classroom management system:

- Teachers will consider the enforcement of the classroom management system as a team effort.
- Teachers will set a positive example by modeling the behaviors expected of students.
- Teachers will prepare a list of classroom rules and procedures, communicate these to the students, and post the rules and procedures in their classroom.
- Teachers will document all disciplinary actions taken.
- Teachers will clearly define classroom offenses and communicate these to the students and parent(s)/guardian(s).
- Teachers will involve parents in attempting to resolve classroom behavior problems.
- Teachers will respond to every discipline situation in an attempt to prevent serious discipline infractions later.
- Teachers will be consistent when enforcing classroom discipline.

Teachers will manage the following infractions themselves in the classroom setting:

- Defiance/Disrespect/Non-Compliance (Tier 1)
- Disruption (Tier 1)
- Inappropriate Display of Affection (Tier 1)
- Inappropriate Language (Tier 1)
- Physical Contact/Physical Aggression (Tier 1)
- Property Misuse (Tier 1)
- Tardy to Class (Tier 1)
- Inappropriate Location/Out of Bounds Area (Tier 2)
- Lying/Cheating (Tier 2)
- Plagiarism (Tier 2)
- Skipping Class (Tier 2)
- Technology Violation (Tier 2)
- Any Other Minor Misbehaviors

When addressing Tier 1 or Tier 2 infractions, teachers will utilize the following interventions prior to submitting an Office Discipline Referral: verbal redirection, re-teach and explain expectations, student-teacher conference, parent contact, and teacher determined interventions. After a teacher has utilized all interventions with a student, they can complete an Office Discipline Referral (ODR) where the administrator will assist in addressing the behavior.

Teachers are to document all actions taken to correct a student's behavior. If there are any concerns, please contact an Administrator. Action taken by the Administration regarding any discipline referral may be dependent upon proper documentation.

The following examples of behaviors should be immediately referred to an administrator:

- Abusive Language/Inappropriate Language/Profanity (Tier 3)
- Bullying/Cyber Bullying (Tier 3)
- Defiance/Disrespect/Insubordination/Non-Compliance (Tier 3)
- Disruption (Tier 3)
- Dress Code Violation (Tier 3)
- Fighting/Physical Aggression (Tier 3)
- Forgery/Theft (Tier 3)
- Gambling (Tier 3)
- Harassment (Tier 3)
- Hazing (Tier 3)
- Obscene Gestures (Tier 3)
- Property Damage/Vandalism (Tier 3)
- Truancy (Tier 3)
- Technology Violation (Tier 3)
- Use/Possession of Tobacco (Tier 3)
- Arson (Tier 4)
- Bomb Threat/False Alarm (Tier 4)
- Use/Possession of Alcohol (Tier 4)
- Use/Possession of Combustibles (Tier 4)
- Use/Possession of Drugs (Tier 4)
- Use/Possession of Weapons (Tier 4)
- Any Other Major Misbehaviors

DEALING WITH STUDENT FIGHTS

- Yell to try to break up the fight
- Clear the area of other students
- Send for help
- Escort participants to the office if possible

For other information on Classroom Management, refer to Student Code of Conduct.

LESSON PLANS

Objectives of daily lessons and daily agendas are to be written on the board or posted in the classroom for student review. Evidence of plans will be available upon request. Lesson plans should be available through Sapphire, unless the teacher has requested and received permission from their supervisor to compete their lesson plans in an alternative platform. Evidence of planning will include the daily objectives, standards being covered, and instructional strategies being used.

PLAGIARISM/CHEATING

All students are required to abide by the basic principles of honesty in fulfilling both out-of-class and in-class assignments. Violations of these principles may result in penalties ranging from having to resubmit an assignment; failure of the assignment; or, with multiple incidents, failure of the course. The teacher is responsible to notify parents of any incident and submit an Office Discipline Referral.

- Cheating—deliberately giving or receiving improper assistance on assignments or assessments.
- Plagiarism—using words, work, or ideas of another without giving credit.

STUDENT PASSES AND RESTROOM USEAGE

- Students must ask for permission to leave.
- Student must have a pass with only one name on the pass.
- Student must sign in and out on provided sheet.
- Limit hall and restroom use to emergencies only.
- Students should not be consistently leaving your class.
- Only one student at a time.
- Use hand sanitizer when entering the room.

COMPUTER AND INTERNET USEAGE

COMPUTER EQUIPMENT AND INTERNET USAGE

This policy is intended to promote responsible and ethical use of the network resources generously provided by Corry Area School District. Staff members have been provided access to the campus network. All network resources, including student and faculty accounts, are the property of Corry Area School District. They are to be used for educational purposes exclusively. Individual users are responsible for the proper use of their accounts, including the protection of their login IDs and passwords. Users are responsible for reporting any activities that they believe are in violation of this policy

It is a staff member’s responsibility to be aware of the student Computer Equipment and Internet Usage Policies, as well as monitor and enforce the student compliance with the policies found in the student handbook.

Computer Usage Guidelines:

- Students are not permitted to use any computers without faculty supervision.
- No food, drink or gum is permitted while working on computers or chromebooks.
- Continuously monitor the students at work.
- If you see something on a screen that you think may be a breach of network security or general inappropriate usage, please notify a member of the technology staff ASAP.
- Any student violating rules, damaging equipment, or tampering with files or programs should be referred to the office.
- Electronic mail (e-mail) is not guaranteed to be private. District Administration has access to all mail.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Students will have access to the Internet and will be under teacher supervision at all times.
- Staff members must logout of the workstation when they are out of the classroom.
- Staff members may not permit students to use the computer while logged on as a staff member.

Prohibited Usage:

- Use of the network for illegal activities.
- Use of network for commercial interests or profit.
- Use of the network for lobbying.
- Malicious use of the network for hate mail, harassment discriminatory remarks, or antisocial communications.
- Illegal installation, distribution, or reproduction of copyrighted materials.
- Use of the network to access obscene or pornographic material.
- Use of the network to intentionally obtain or modify files, passwords, or data belonging to others.
- Use of the network to transmit material likely to be offensive or objectionable to recipients.
- Use of the network for games.
- Use of network to download music or programs.
- Use of computers to copy music.
- Copying of any software, network or otherwise, is strictly prohibited. It is against the law.

- Downloading and/or installing any software without the approval of the technology staff.

Internet Usage Guidelines:

- Students should have a specific reason to use the Internet; it is not a place to go just because a student is bored.
- Never give out personal information (phone number, address, etc.) on the Internet.
- Any site that is visited should have educational value.
- No excessive printing.

FACULTY ATTENDANCE/ABSENCES

FACULTY MEETINGS

Four (4) faculty meetings will be scheduled during the school year. Faculty meetings are generally held immediately after school and last approximately thirty minutes. All teachers are expected to attend faculty meetings. If you are unable to attend, you must notify your supervisor prior to the scheduled meeting.

LEAVING THE BUILDING

Teachers are permitted to leave the building during their 30-minute lunch. If an emergency arises during the day and a teacher needs to leave the building at any other time other than lunch, the teacher needs to contact and receive permission from their supervisor. When teachers leave the building during the school day, they must sign out in the High School or Career Tech Center office prior to leaving the building.

PROMPTNESS OF FACULTY

All teachers will be in their classroom at 7:35 am.

SUBSTITUTE FOLDER

Each teacher must develop substitute folders for use by a substitute teacher. The folder should be located on the teacher's desk in a visible location labeled "Substitute Folder." Each classroom teacher is responsible to have specific items and updated information for substitutes.

The substitute teacher folder will include:

- Updated seating charts of all classes and classroom locations
- Usable, detailed-daily/weekly instructional plans and activities that a substitute can carry out successfully
- Copy of teacher schedule
- Classroom rules, guidelines, and procedures
- Any other information deemed necessary for substitutes

TEACHER ABSENCE

Teachers requesting an absence from school for sick leave or personal day must follow these procedures:

To request an absence, the employee must log on to the KASS System at www.kellyeducationalstaffing.com or call Kelly Educational Staffing Services directly at 1-800-942-3767 to schedule a substitute. Personal days may not be taken on parent conference days, school-wide in-service days, or Act 80 days. Per the collective bargaining agreement, teachers may only use three personal days consecutively. Unless faced with an emergency/crisis situation, teachers that are planning to be absent from school **must contact Kelly Services by no later than 5:45 a.m. on the date of their intended absence.** If contact with Kelly Services is not possible prior to 5:45am, please call the Office at 814-665-8297. Voice mail messages to inform the Office of absences are not acceptable.

Please remember as per the Collective Bargaining Agreement, "a medical report stating the need to be absent due to illness is required for all use of sick leave after 10 separate instances of absence due to illness in a

school year; after 5 or more consecutive days of absence due to illness; or for the second instance of absence on an in-service day during any one school year due to illness.”

GENERAL PROCEDURES

ACCIDENT REPORTING PROCEDURES

All accidents occurring on school property or a school-sponsored activity must be reported immediately to the principal, nurse, or to the office. When reporting student accidents please give the exact location and the nature of the injury. The student is not to be moved until the school nurse or emergency personnel has evaluated the situation. In cases where the injury or illness is obviously of a minor nature, have the student report to the school nurse. When reporting an accident involving a faculty or staff member, please contact the office or nurse, for the appropriate form. The Work Related Incident Report must be completed and returned to the appropriate office within 24 hours. The person involved in the accident must be evaluated by the nurse or emergency personnel.

BULLYING POLICY

The District Bullying Policy and reporting procedures are to be posted in all classrooms.

CELL PHONES

Cell phones will not be used during class. Personal cell phones should not be out during class, if there is a personal emergency, see an Administrator about cell phone use.

CHAPERONE GUIDELINES

Any organization or club that is planning an activity which requires chaperones, the advisor is responsible for the recruitment and supplying the appropriate number of chaperones.

Chaperones must be employed by the School District or comply with School District Policies regarding volunteers.

CHILDLINE GUIDELINES

Mandate to Report

The Child Protective Service Law, Act 124, specifies that all professionals who come in contact with children in their professional capacity, and who have reason to believe based on professional or other training and experience that a child is an abused child, must report these cases to Childline (1-800-932-0313). The privileged communication between any professional person and his patient or client shall not apply to situations involving child abuse and shall not constitute grounds for failure to report as required by Act 124. You are a mandated reporter.

Reporting Procedures

All reports made must be documented with the Principal and/or Counselor using the CY-47 form. If abuse is suspected, mandated reporters should make immediate oral reports to Childline using the toll free number below. Childline is the statewide “hotline” and registry for pending complaints of suspected child abuse. Reporters are not required to prove that the child has been abused, but rather are reporting on the basis that the child is suspected to have been abused.

Any questions concerning referrals may be directed to Children Services. The numbers are:

814-451-6600	Erie County Office of Children and Youth
814-724-8380	Crawford County Office of Children and Youth
814-726-2100	Warren County Office of Children and Youth
814-664-7202	Corry Office/Erie County OCY

Referrals to Childline will be handled with assistance from the building administrator and/or counselor. At no time, will a call be made by District staff to a parent to inform them of the information pertaining to their child that was shared with Childline or OCY.

CLASSROOM FURNITURE GUIDELINES

Student desks are not to be moved in and out of the classroom. If there are too many or too few desks in a classroom, contact an Administrator.

File cabinets, bookcases, etc. will be purchased by the School District. Do not bring any furniture from home for classroom use. Contact an Administrator if you need additional storage. Do not store any items on top of cabinets.

Scotch tape is not to be used to hang posters, calendars, etc... on the walls, blackboards, white boards, or woodwork. There is special tape available, which you may request from the High School Office. When hanging items from a ceiling tile ceiling hooks are to be used. The hooks may be ordered with your budget request. Objects should not be affixed to whiteboards or blackboards, desk, tables, supply cabinets, filing cabinets, or univents.

COPY MACHINES

Faculty members are to use the copy machines located in the Faculty Room across from the cafeteria and the IMC. Do not send students to run copies. When printing/copying, all printing/copying will be completed per user account.

COPYRIGHT LAWS

When making copies of copyright protected materials, the person operating the machine is the person responsible for any violation of copyright laws.

Each year the operating costs of our copy machines go up significantly. When making copies, ask yourself:

1. Is this school-related material?
2. Is there real value in each copy?
3. Do all children need a copy?
4. Could the material be presented on a smartboard, chalkboard, and/or computer?

The Copyright Law of the U.S. (Title 17 U.S. Code) governs the making of photocopies or reproductions of copyrighted material. When an individual makes multiple copies of pages or sections of books or workbooks, it is a violation of the Copyright Law. In addition, the person using the equipment is liable for any infringement of the Law.

E-MAIL

Teachers are responsible for checking their e-mail on a daily basis. Teachers will respond in a timely fashion to parent and Administrator communications.

EMERGENCY SCHOOL CLOSING

When it becomes necessary to close the school due to conditions beyond our control, an announcement will be made to the central receiving station in Erie and to the local radio station. Teachers are responsible for checking with local TV and Radio to determine if school is delayed or canceled.

FIELD TRIP PROCEDURES

Field Trip Request Forms (available on line) must be completed and submitted to the office at least 30 days prior to the trip.

- Requests must include an alphabetized list of all students.
- All field trip teachers/advisors are required to take attendance and turn in a list to the Middle-High School Offices prior to departure.
- The costs associated with an educational field trip must be budgeted and discussed with the Department Chair.
- All field trips must be approved by the Principal *and* the Superintendent.
- All field trips which are 100 miles or more away or out of state must be approved by the Board of Education.
- Trip sponsors must have an appropriate number of chaperones. Chaperones must either be Corry Area School District employees or complete the appropriate volunteer application process.
- Parental permission forms shall be completed for every student participating.
- Permission forms shall be submitted directly to the teacher responsible for the field trip or activity. Teacher will take permission forms with them on the field trip.
- All students must continue to participate and travel with the group until the field trip or activity is completed, and shall use the designated transportation back to their original location.
- Permission will not be given for students to travel one way with the group except in case of emergency.
- The principal must be notified after returning from the field trip or activity when any incident occurred which involved the safety of a student.
- Private cars are not be used to transport students.
- Teachers should require students to dress according to the type of excursion being conducted.
- Students should be informed by the teacher in charge that all homework due should be turned in before going on the field trip.
- Field trips are not permitted on days State Assessments are being administered.

HEALTHCARE

Medical/health care needs will be handled through the school nurse, unless it is an emergency. District employees should refer to Sapphire for medical alert and other important health information. Confidentiality will be followed at all times.

HOMELESS EDUCATION ACT

The McKinney-Vento Homeless Education Assistance Act protects homeless children and youth by providing supports to ensure an appropriate education.

The term “homeless children and youth”:

- A. Means individuals who lack a fixed, regular, and adequate nighttime residence...: and
- B. Includes –
 - i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
 - ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings...;
 - iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, but or train stations, or similar settings; and
 - iv. migratory children...who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

If you become aware of a student that may qualify or would like more information, please contact your school counselor or Homeless Liaison, Mr. Dan Daum at 664-4677, ext. 1204.

MAILBOXES

All teachers' classroom keys must be placed in the mailboxes every night. If for any reason keys are needed by a teacher, please consult an Administrator. Teachers are responsible to check their mailboxes upon arrival to retrieve keys and check for messages. Mailboxes should be accessed from the hallways.

NON-INSTRUCTIONAL DUTIES

All teachers are to supervise the hallways from 7:50 am until the start of first period and between each class change. Encourage students to move directly to their class. You are to report to your assigned duty by 7:35 am. If you have a meeting, you must notify your supervisor in advance that you are not able to be at your duty, so appropriate coverage can be obtained.

ISS

Teachers reporting to ISS Duty should first stop in the High School Office to check for work for students in ISS.

Lunch Cover Duty

Teachers will supervise outside and inside the cafeteria.

Resource Room

Teachers will report directly to the Writing Center in the IMC to cover the Resource Room.

Coverage

Teachers may be assigned to cover classes as needed.

PERSONAL PROPERTY

Teachers are responsible for any personal property brought into the school. Any damage to those items is not the District's responsibility. Please remove all personal items/belongings including plants, clothing/shoes, and electronic equipment at the end of the school year.

POLITICAL ADVOCACY

This notice will serve to remind all employees that District policy prohibits using the District's email system or other technology resources for political advocacy, including messages related to particular candidates or issues, without specific, advance approval of the District.

PROFESSIONAL DEVELOPMENT REQUESTS

Approval to participate in Professional Development must be obtained prior to the Professional Development activity. Forms to request participation in a professional conference/seminar are online.

SCHOOL EVENTS

Any faculty or staff member who attends any school event may be asked to help with crowd control. Please respectfully represent our school at all events.

SPECIAL EDUCATION

Teacher Responsibilities:

As a federally mandated required member of the student's IEP Team, your responsibilities include:

1. Identifying your students with IEPs and 504 Plans and reviewing the most current documents.
2. Working collaboratively with Special Education teachers/case managers.
3. Implementing as written all accommodations, modifications, behavior plans, and other supports included in an IEP or 504 Plan.
4. Participating in all IEP meetings when invited during the teacher work day.
5. Reviewing, signing, and turning in quarterly Accommodations check-list.

6. Completing and returning *Teacher Input Forms* (IEP, Evaluation, and Reevaluation) as requested. Your input is critical to the development of thorough and appropriate special education programming.
7. Notifying parents and case managers in a timely manner when issues arise.

STUDENT FUND RAISING

Any event that is organized through a boosters club/school club in order to raise funds for a club or sport must complete and return a fundraiser form to the school (may be dropped off or emailed specifically to Andy Passinger at apassinger@corrmysd.net). This must be approved thirty (30) days before. Please specify dates you are using (not “Fall of 2020” or “January-February”).

The following guidelines to which a boosters program or club must be adhered:

- According to School Board Wellness Policy #246, food fundraisers will not be permitted to be sold during the day. Students may sell only before and after school. Anything considered food items, including orders for subs, pizzas, fruit, etc., are not to be sold during the day.
- Major fundraising events that are similar may not be scheduled within three (3) months of each other. Clubs and sports boosters should try to communicate with each other in order to plan accordingly.
- Organizations not affiliated with the school are not allowed to sell fundraisers in the school.
- Advisors are in charge of monies raised and appropriate paperwork. Cash should never be left in the room and must be either with the School Treasurer or in the high school safe by the close of school each day.

STUDENT TEACHERS

Requests for student teachers, practicum and field students will be communicated to the building principal. Prior to final approval, all required paperwork must be on file in Central Office.

TELEPHONES

Outside lines are to be utilized for school-related calls or emergency calls only. Do not allow students to use classroom phones.

Teachers are responsible for checking their voicemail daily and responding in a timely fashion.

TOBACCO-FREE ENVIRONMENT POLICY

The Corry Area School District is a tobacco-free environment. Use of tobacco products including, but not limited to: cigarettes, cigars, smokeless tobacco, vaping products and other inhalant devices on school property is prohibited by all individuals at all times.

USE OF BUILDING/DISTRICT EQUIPMENT

Teachers who desire to use the building at any time other than the regular school day must receive permission from the office at least 48 hours in advance. Requests for Use of Building must be submitted through the online form. All school personnel other than maintenance staff must be out of the building by 10:00 pm.

School Days, the building is open from 6:00 am to 10:00 pm for faculty and staff. The building is open on Saturdays and Sundays between 8:00 am to 10:00 pm.

District equipment is not to be removed from the building.

VIDEO USE GUIDELINES

- Movies or movie clips with a “PG-13” rating need to have a signed parent permission slip for viewing.
- Movies or movie clips with an “R” rating need to have Administrative approval and a signed parent permission slip for viewing.

-If parental permission is not obtained, the teacher is to provide an alternative assignment.

Teachers are responsible for the content of the material displayed in their classroom. Preview all materials prior to displaying to students. See an Administrator with any questions.

Teachers are responsible to verify that appropriate copyright permission has been obtained.

GRADES AND ASSESSMENT

GRADES

<u>District Percentage</u>	<u>Grade Equivalent</u>
93 – 100%	A
85 – 92%	B
75 – 84%	C
68 – 74%	D
67% and Below	F

Academic Recognition Guidelines

Students will be recognized at graduation with the Latin System of Summa Cum Laude, Magna Cum Laude, and Cum Laude, based on their GPA.

Summa Cum Laude – 100.995% or above

Magna Cum Laude – 98.995% to 100.994%

Cum Laude – 94.995% to 98.994%

Academic Recognition - 87.50% – 94.994%

Underclassmen will be selected for Academic Honors and Academic Recognition based on their gpa.

GRADING PRACTICES

Teachers will formatively assess their students frequently. Teachers will report student progress from formative or summative assessments weekly on Sapphire. Grades should:

- measure progress towards class objectives and State and/or National standards.
- be fair.
- be consistent.
- be reasonable.
- be justifiable.
- not be used as a disciplinary tool.

Lateness of Assignments

Work that is submitted late without good reason may receive a grade reduction. The extent of the reduction should reflect both the degree of lateness and the validity of the reason for the lateness.

Chronic lateness of work shall be dealt with as a classroom management issue and an Office Discipline Referral may be submitted.

HOMEWORK GUIDELINES

When homework assignments are given they are considered as integral parts of a student's educational program and, therefore, a part of the teacher's evaluation of the student's academic progress.

These guidelines shall apply to all homework:

1. Ensure that assignments, practice, preparation and extension, are relevant to in-class activities.
2. Evaluate/Review all homework in a timely and appropriate way.
3. Present all assignments clearly and concisely, the format to be followed, the standards for acceptance, and the due date.
4. Provide long and short-term assignments to encourage students to use the study time wisely and efficiently.
5. Notify parents/guardians if a student's assignments are habitually incomplete or unsatisfactory.
6. Recognize the completion of all assignments in a positive way.
7. Keep parents/guardians informed about new materials and approaches, what children will be doing, and what is expected.
8. Set and define expectations for completion and criteria for evaluation.
9. Ensure that homework is not assigned as a punishment.

When homework has been appropriately assigned, the bond between parent/guardian, child and teacher can be enhanced and parents/guardians become partners in their children's education.

PARENT CONTACT

Parents are our most important partners and, like any positive relationship, take time and thoughtfulness to cultivate. All faculty/staff are expected to be proactive in their communication with parents. Positive and productive conversations help keep parents informed about the progress of their children and help to build positive, trusting relationships.

Teachers are required to call or email parents/guardians if a student has a 72% or below when progress reports are submitted each quarter and if a failing grade (below 68%) is to be given for the 9-week, semester, or final year grade. Document all parent communications in Sapphire Communication Manager.

QUARTER/MID-TERM/FINAL GRADE SUBMISSION

Accurate grades must be submitted by the established deadlines.

Any Incomplete, No Grade (NG), or Medical must be approved by an Administrator and documented through the designated form.

9-week grades have a minimum of 50%, except for the concluding 9-week grade of the course.

Each course must have a comprehensive mid-term and final. There should be no blank grades.

STATE ASSESSMENT-PSSA/KEYSTONE/NOCTI/NIMS

Students in Grades 6, 7, and 8 will participate annually in the PSSA Assessments.

Students in Algebra 1, Biology, and Literature will participate in the Keystone Exams.

Students in CTC Programs will participate in NOCTI and/or NIMS Assessments.

Teachers are expected to modify teaching schedules to accommodate testing of students during the appropriate sessions and to allow for those students requiring makeup tests. Teachers and counselors will participate in administering the tests or by assisting in other capacities as required. Test format and content are expected to be presented to students through embedded practice on a regular basis and be incorporated in lessons and class activities.

STUDENT SCHEDULE CHANGES

In the rare occurrence where a student is misplaced, a team of teachers, counselors, case managers, and building principals will review those cases and determine if a change is necessary.

Prior to a teacher informing a student that they need to change their schedule, the teacher is required to review and communicate with the building principal, school counselor, and, if necessary, the student’s case manager. During that review, the teacher should present evidence of why the schedule change is needed.

PROFESSIONALISM

AVOIDING PERSONAL LIABILITY

- Recognize that as employees of a local board of education, you are not protected from tort suits by the “doctrine of governmental immunity.”
- Recognize that you are expected to protect the health, welfare, and safety of your students which includes their reputation, good name, and physical well-being.
- Students are to be supervised at all times. Unattended classrooms/study halls are prohibited.
- Recognize that negligence has no place in the school setting.
- Plan activities carefully. Make the activity fit the student, not the student fit the activity.
- When working with any student, be certain that you relate to them any risks that might be inherent in their engagement in a particular activity prior to their engagement in that activity.
- Report all unsafe conditions to an Administrator immediately.
- Report all incidents of student injury immediately to the nurse/administration. Complete the accident form and give it to an Administrator.
- Keep accurate records of all accidents and actions, including disciplinary actions and parental/guardian contact.

CHAPTER 235 CODE OF PROFESSIONAL PRACTICE AND CONDUCT FOR EDUCATORS

§ 235.1. Mission

The Professional Standards and Practices Commission is committed to providing leadership for improving the quality of education in this Commonwealth by establishing high standards for preparation, certification, practice and ethical conduct in the teaching profession.

§ 235.2. Introduction

(a) Professional conduct defines interactions between the individual educator and students, the employing agencies and other professionals. Generally, the responsibility for professional conduct rests with the individual professional educator. However, in this Commonwealth, a Code of Professional Practice and Conduct (Code) for certificated educators is required by statute and violation of specified sections of the Code may constitute a basis for public or private reprimand. Violations of the Code may also be used as supporting evidence, though may not constitute an independent basis, for the suspension or revocation of a certificate. The Professional Standards and Practices Commission (PSPC) was charged by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § § 12-1251—12-1268), known as the Teacher Certification Law, with adopting a Code by July 1, 1991. See 24 P. S. § 12-1255(a)(10). (b) This chapter makes explicit the values of the education profession. When individuals become educators in this Commonwealth, they make a moral commitment to uphold these values.

§ 235.3. Purpose

(a) Professional educators in this Commonwealth believe that the quality of their services directly influences the Nation and its citizens. Professional educators recognize their obligation to provide services and to conduct themselves in a manner which places the highest esteem on human rights and dignity. Professional educators seek to ensure that every student receives the highest quality of service and that every professional maintains a high level of competence from entry through ongoing professional development. Professional

educators are responsible for the development of sound educational policy and obligated to implement that policy and its programs to the public.

(b) Professional educators recognize their primary responsibility to the student and the development of the student's potential. Central to that development is the professional educator's valuing the worth and dignity of every person, student and colleague alike; the pursuit of truth; devotion to excellence; acquisition of knowledge; and democratic principles. To those ends, the educator engages in continuing professional development and keeps current with research and technology. Educators encourage and support the use of resources that best serve the interests and needs of students. Within the context of professional excellence, the educator and student together explore the challenge and the dignity of the human experience.

§ 235.4. Practices

(a) Professional practices are behaviors and attitudes that are based on a set of values that the professional education community believes and accepts. These values are evidenced by the professional educator's conduct toward students and colleagues, and the educator's employer and community. When teacher candidates become professional educators in this Commonwealth, they are expected to abide by this section.

(b) Professional educators are expected to abide by the following:

(1) Professional educators shall abide by the Public School Code of 1949 (24 P. S. § § 1-101—27-2702), other school laws of the Commonwealth, sections 1201(a)(1), (2) and (4) and (b)(1), (2) and (4) of the Public Employee Relations Act (43 P. S. § § 1101.1201(a)(1), (2) and (4) and (b)(1), (2) and (4)) and this chapter.

(2) Professional educators shall be prepared, and legally certified, in their areas of assignment. Educators may not be assigned or willingly accept assignments they are not certified to fulfill. Educators may be assigned to or accept assignments outside their certification area on a temporary, short-term, emergency basis. Examples: a teacher certified in English filling in a class period for a physical education teacher who has that day become ill; a substitute teacher certified in elementary education employed as a librarian for several days until the district can locate and employ a permanent substitute teacher certified in library science.

(3) Professional educators shall maintain high levels of competence throughout their careers.

(4) Professional educators shall exhibit consistent and equitable treatment of students, fellow educators and parents. They shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest. This list of bases or discrimination is not all-inclusive.

(b) This chapter makes explicit the values of the education profession. When individuals become educators in this Commonwealth, they make a moral commitment to uphold these values.

(5) Professional educators shall accept the value of diversity in educational practice. Diversity requires educators to have a range of methodologies and to request the necessary tools for effective teaching and learning.

(6) Professional educators shall impart to their students principles of good citizenship and societal responsibility.

(7) Professional educators shall exhibit acceptable and professional language and communication skills. Their verbal and written communications with parents, students and staff shall reflect sensitivity to the fundamental human rights of dignity, privacy and respect.

(8) Professional educators shall be open-minded, knowledgeable and use appropriate judgment and communication skills when responding to an issue within the educational environment.

(9) Professional educators shall keep in confidence information obtained in confidence in the course of professional service unless required to be disclosed by law or by clear and compelling professional necessity as determined by the professional educator.

(10) Professional educators shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety.

§ 235.5. Conduct

Individual professional conduct reflects upon the practices, values, integrity and reputation of the profession. Violation of § § 235.6—235.11 may constitute an independent basis for private or public reprimand, and may be used as supporting evidence in cases of certification suspension and revocation.

§ 235.6. Legal Obligations

- (a) The professional educator may not engage in conduct prohibited by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § § 12-1251—12-1268), known as the Teacher Certification Law.
- (b) The professional educator may not engage in conduct prohibited by:
- (1) The Public School Code of 1949 (24 P. S. § § 1-101—27-2702) and other laws relating to the schools or the education of children.
 - (2) The applicable laws of the Commonwealth establishing ethics of public officials and public employees, including the act of October 4, 1978 (P. L. 883, No. 170) (65 P. S. § § 401—413), known as the Public Official and Employee Ethics Law.
- (c) Violation of subsection (b) shall have been found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

§ 235.7. Certification

The professional educator may not:

- (1) Accept employment, when not properly certificated, in a position for which certification is required.
- (2) Assist entry into or continuance in the education profession of an unqualified person.
- (3) Employ, or recommend for employment, a person who is not certificated appropriately for the position.

§ 235.8. Civil Rights

The professional educator may not:

- (1) Discriminate on the basis of race, National or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status; disabling condition or vocational interest against a student or fellow professional. This list of bases of discrimination is not all-inclusive. This discrimination shall be found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.
- (2) Interfere with a student's or colleague's exercise of political and civil rights and responsibilities.

§ 235.9. Improper personal or financial gain

The professional educator may not:

- (1) Accept gratuities, gifts or favors that might impair or appear to impair professional judgment.
- (2) Exploit a professional relationship for personal gain or advantage.

§ 235.10. Relationships with students

The professional educator may not:

- (1) Knowingly and intentionally distort or misrepresent evaluations of students.
- (2) Knowingly and intentionally misrepresent subject matter or curriculum.
- (3) Sexually harass or engage in sexual relationships with students.
- (4) Knowingly and intentionally withhold evidence from the proper authorities about violations of the legal obligations as defined within this section.

§ 235.11. Professional relationships

The professional educator may not:

- (1) Knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator.
- (2) Knowingly and intentionally distort evaluations of colleagues.
- (3) Accept employment, when not properly certificated, in a position for which certification is required.
- (4) Assist entry into or continuance in the education profession of an unqualified person.
- (4) Employ, or recommend for employment, a person who is not certificated appropriately for the position.
- (5) Sexually harass a fellow employee.
- (6) Use coercive means or promise special treatment to influence professional decisions of colleagues.

(7) Threaten, coerce or discriminate against a colleague who in good faith reports or discloses to a governing agency actual or suspected violations of law, agency regulations or standards.

PROFESSIONAL DRESS

Professional employees set an example in dress and grooming and should present an image of dignity and encourage respect for authority. The guidelines of the policy (CASD Policy #425) are for the most part the current norm or practice of the professional staff. When assigned to District duties, professional staff members shall be physically clean, neat, well-groomed, and dressed in a manner reflecting professional assignment.

Female

Suits, dresses, skirts, dress slacks, and pantsuits are permitted. Tops normally worn with a skirt are acceptable with slacks, with or without a jacket. Female staff must always be aware of the modesty of their blouses, sweaters, pants, and tops. Dress/Casual dress shoes are to be worn.

Male

Dress slacks with a dress shirt and tie or polo shirt is preferred (Dress Coat Optional). A dress shirt with or without a tie or a turtleneck or dress sweater may be worn (Dress Coat Optional). Sport attire (jogging suits, t-shirts, or jersey) is prohibited. Dress/Casual dress shoes are to be worn.

Exceptions (Male and Female)

Both male and female physical education instructors, industrial/vocational instructors, technology education instructors and others who, because of the nature of their duties, may wear clothing appropriate to their professional responsibilities. Clothing must be neat, clean and be of professional appearance.

Discretion is left to the building principal/supervisor to temporarily amend the dress code regulations depending upon specific occurrences within the school day: field trips, dress down days, special events/activities, extreme temperatures, and other circumstances where required dress code adherence would not be advantageous within the teaching environment. Exceptions can be made for individual medical concerns relative to the staff dress code.

Clothing deemed inappropriate include, but are not limited to, T-shirts, tank tops, blue jeans, sweatpants, flip-flops, work boots (except in vocational/technology related classes) and slides. Excessively short and/or tight fitting clothing and low cut tops are prohibited.

See CASD Policy #425 – Dress and Grooming for guidelines regarding footwear.

UNLAWFUL HARASSMENT (Board Policy #448)

The Board strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of employees and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.
3. Otherwise adversely affects an individual's employment opportunities.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment.
2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.
3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with an employee's ability to work or creates an intimidating, hostile or offensive working environment.

In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain a working environment free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the employee or third party of the right to file a complaint and the complaint procedure.
2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
3. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Step 1 – Reporting

An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action, including termination.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

SAFETY/SECURITY

BUILDING/ROOM SECURITY/KEYS

- Lock your classroom door at all times.
- Always leave your keys in your mailbox at the end of the day.
- All keys are the property of the Corry Area School District and must be returned at the end of each school year.
- Keys must not be duplicated.
- Do not let students use your keys under any circumstances.
- For security reasons, outside doors are not to be left open, propped, or unlocked.

EMERGENCIES

In the event of an emergency/security situation, Administration will communicate via email and/or PA system and teachers will follow ALiCE protocol.

Classroom Teacher Responsibilities

- Lock classroom door (CTC/Technology teachers, secure outside entrance).
- Contact office if any outsiders attempt to enter your classroom.
- Document all students who are currently out of class and where you understand them to be.

- Disregard all bells including emergency warnings, fire alarms, unless directed by Administration otherwise.
- If assistance is needed in the classroom, contact the office.
- EMERGENCY STATUS will remain fully activated until communication over the PA system.

Responsibilities of Teachers Not Assigned to a Class

- Listen to announcements for instructions.

FACULTY/STAFF IDENTIFICATION SECURITY ACCESS CARDS

All faculty and staff are required to wear a District issued identification card which is visible at all times.

The security access card is not to be lent to anyone. Report lost or broken cards immediately.

FIRE/WEATHER DRILLS

Fire Drill procedures are to be posted on the bulletin board in all classrooms. Fire drills are held at least once a month. Teachers are required to review the fire drill procedure with every class. Be sure you are aware of the fire exit for your classroom. All windows must be closed and lights turned off. Doors should be closed and left unlocked. Students should be instructed which exit to use in case of fire and an alternative exit in case their primary exit is blocked. All teachers must have their class roster with them at all times during a fire drill. Once outside, all teachers must take attendance and report any missing persons immediately to the Administration or fire personnel. Teachers not assigned a class, please check hallway bathrooms as you exit the building.

In the event of weather emergency (tornado, etc.) the teacher is to take his/her class to the hallway. As you exit your classroom, windows must be closed, lights off, door shut and locked. This hallway area must be clear of any outside windows or doors. The students are to kneel with their heads facing towards the wall. When directed by supervising staff member, the students are to place textbook, notebook, or other solid item over their heads to protect from any flying debris. The student should remain in this protective position until directed by staff member to remove protective shield. All staff will be notified by the School Administration when the weather emergency has ended.

All employees are responsible for the safety and welfare of our students and staff during school hours and activities. Also, if there are any safety concerns or issues, please contact a building Administrator; custodial/maintenance personnel; or any member of the Safety and Security Committee.

VISITORS

Those deemed essential or there to provide services based on student needs will undergo a health screening by the nurse or other designated staff members before being granted access. All others will be restricted to the front office area.

While on school property, all visitors must adhere to the Universal Face Coverings Order issued by the Secretary of Health, on July 1, 2020.

WINDOW VISIBILITY GUIDELINES

Do not cover classroom door windows, unless in an emergency.